

ANALYSIS

This ordinance amends Title 2 – Administration, of the Los Angeles County Code
by:

- Repealing Section 2.08.070 (Department of Chief Administrative Office - Records management program); and
- Adding Section 2.32.370 (Registrar-Recorder/County Clerk - Records management program).

JOHN F. KRATTLI
County Counsel

By: _____



Requested: 02-15-13
Revised: 03-12-13

ORDINANCE NO. 2013-0011

An ordinance amending Title 2 - Administration of the Los Angeles County Code, relating to the Records Management Program.

The Board of Supervisors of the County of Los Angeles ordains as follows:

SECTION 1. Section 2.08.070 (Chief Administrative Office) is hereby deleted in its entirety:

~~2.08.070 Records management program.~~

~~A. The chief administrative officer shall develop and administer a comprehensive records management program, so that appropriate control and maximum economy is realized in the creation, maintenance, protection and disposition of records and forms by all departments of the county, by all public entities, and by all public bodies for which the board is required by law to adopt an annual budget.~~

~~B. He/she shall provide counsel, assistance and direction to agencies referred to above in all matters related to the management and control of records and forms, including but not limited to correspondence management; the evaluation, design, consolidation, simplification and reproduction of forms; filing equipment and systems; records protection systems such as microfilming; storage; and disposal of records and preservation of historical documents. He/she shall prepare and maintain records management manuals which provide guidance to all agencies referred to above. He/she shall recommend to the board retention and disposition schedules for all records of agencies referred to above. Each agency whose schedule is approved by the board may make modifications thereto from time to time. Such changes must be approved by the chief administrative officer and shall in no event reduce record retention periods.~~

~~below the periods required by law. He/she may require the designation of departmental records and forms coordinators.~~

SECTION 2. Section 2.32.370 (Registrar-Recorder/County Clerk) is hereby added to read as follows:

2.32.370 Records management program.

A. The registrar-recorder/county clerk shall develop and administer a comprehensive records management program, so that appropriate control and maximum economy is realized in the creation, maintenance, protection and disposition of records and forms by all departments of the county, by all public entities, and by all public bodies for which the board is required by law to adopt an annual budget.

B. He/she shall provide counsel, assistance and direction to agencies referred to above in all matters related to the management and control of records and forms, including but not limited to correspondence management; the evaluation, design, consolidation, simplification and reproduction of forms; filing equipment and systems; records protection systems such as microfilming; storage; and disposal of records and preservation of historical documents. He/she shall prepare and maintain records management manuals which provide guidance to all agencies referred to above. He/she shall recommend to the board retention and disposition schedules for all records of agencies referred to above. Each agency whose schedule is approved by the board may make modifications thereto from time to time. Such changes must be approved by the registrar-recorder/county clerk and shall in no event reduce record retention periods below the periods required by law. He/she may require the designation of departmental records and forms coordinators.

SECTION 3. Pursuant to Government Code Section 25123(f), this ordinance shall take effect immediately upon final passage.

[208070KPCEO]

SECTION 3. This ordinance shall be published in The Daily Commerce a newspaper printed and published in the County of Los Angeles.



Mark Ridley-Thomas
Chairman

ATTEST:

Sachi A. Hamai
Sachi A. Hamai
Executive Officer -
Clerk of the Board of Supervisors
County of Los Angeles

I hereby certify that at its meeting of April 30, 2013 the foregoing ordinance was adopted by the Board of Supervisors of said County of Los Angeles by the following vote, to wit:

Ayes

Supervisors Gloria Molina
Mark Ridley-Thomas
Zev Yaroslavsky
Don Knabe
Michael D. Antonovich

Noes

Supervisors None

Effective Date: May 30, 2013

~~Operative Date:~~

Sachi A. Hamai
Sachi A. Hamai
Executive Officer -
Clerk of the Board of Supervisors
County of Los Angeles



APPROVED AS TO FORM:
JOHN F. KRATTLI
County Counsel

By Richard D. Weiss
Richard D. Weiss
Chief Deputy County Counsel